EXHIBIT B

Personality Implementation Plan

City of Sunnyvale (SUN)

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City of Sunnyvale
Personality Implementation Planning Report

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Planning Session

May 7-9, 2002

Participants

City of Sunnyvale

Nasi Raissian	Finance Manager
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Myriam Castaneda	Human Resource Supervisor
Patricia Boone	Payroll
Antonia Tognetti	IT Coordinator
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Linda Lee	Programmer
Cheryl Bunnell	Applications Development Manager

High Line Corporation

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Project Scope

With ***Personality^{2000}*** implementation projects, a critical success factor is that the scope of the project be clearly defined. Not only does the project scope identify what will be done, it also defines what is not included. Adhering to the defined project scope ensures that modifications and customizations are kept to a minimum.

High Line adopts a phased implementation approach to ***Personality^{2000}*** implementations.

The scope of Phase I of the implementation provides City of Sunnyvale with a working system that meets the essential requirements to support key personnel and salary administration, payroll, benefits and attendance processing.

The scope of Phase II of the implementation enhances the basic functionality of the system with the addition of optional and advanced features, and implements the remaining business applications that have been purchased.

This phased implementation approach ensures that City of Sunnyvale can begin to leverage their investment in Personality as soon as possible, and quickly receive some significant business benefits from their new system.

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There are considerable custom reports and programs being used at SUN. A major goal is to use the system's standard programs. For example, SUN does not use the High Line supplied W2 programs. We will use the standard program in ***Personality***^{2000}.

Project Activities

- The Project will focus on implementing the modules identified in section 1.1 below, Phase I by June 2003. June 30th is the fiscal year-end.
- No target date for Phase II was identified.

- Phase I includes:
  - Foundation
  - Payroll
  - Benefits
  - Attendance
  - Salary Administration

- The Scope of Phase I of this Implementation Project does not include any reporting requirements other than those met by High Line standard reports, unless identified specifically within this planning report, or for which High Line prepares a software quotation that SUN accepts. This exclusion does not apply to any custom reports (Discoverer or Reports) that the implementation team elects to develop during the project.

Project Assumptions

In order to meet the Objectives and satisfy the Scope, the following assumptions have been identified.

- Availability of sufficient Resources from both High Line and SUN as defined by the Project Plan.
- The Project Manager, Cheryl Bunnell will be available at a minimum 10% of the time to fulfill her duties. Cheryl will manage the steering committee responsibilities and high level project time lines.
- Nasi Raissian, the Finance Manager, will assist Cheryl with the Project Management, contributing a minimum of 20%. Nasi will manage the day to day activities.
- SUN's Implementation Team members will be available 100% of the time when High Line is on-site.
- While High Line is off site, the SUN's Implementation Team will be available, at a minimum, 50 to 75% of the time.
- Any out of Scope activities will affect the Go Live date.

Planning Session Objectives

- To review the steps involved in implementing Personality.

- To review the key features of the Personality modules, determining the priority for implementation.

- To review SUN's requirements and environment to determine if any issues will impact the Implementation Plan.

- To review the activities involved in implementing Personality, establishing an Implementation Plan addressing requirements and scheduling resources and time commitments.

- To provide an overview of the key structural areas that need to be defined in Personality, discussing the purpose of each and various approaches to the structure that should be considered.

- To review SUN's system requirements in detail, in order to determine the structure necessary and ensure that it will support all requirements in future modules.

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1. Implementation Overview

1.1 Implementation Goal

To install the following modules of Personality using a two phased approach with a Live Cutover date for Phase I by June, 2003.

Phase I: Foundation
Payroll
Benefits
Attendance
Salary Administration

1.2 Implementation Approach

The Personality implementation approach will be based on the principal of Train-the-Trainer with additional High Line personnel to supplement the City's implementation team. This includes one application at a time on-site training provided by High Line to the City's Implementation Team. During these training sessions, the High Line Implementation Specialist guides the team to the best approach to utilize the system's functionality to meet their business requirements. Examples are defined in the Pilot system during the training and then the Implementation Team is responsible for developing their rules, policies and procedures in the system. High Line will also provide additional trouble shooting resources to assist the implementation team as defined on the implementation timeline and key dates.

High Line's Responsibilities:

Analyze business requirements and provide resolutions
Provide application module training to the implementation team
Provide onsite and remote implementation support and consulting
Provide onsite and remote technical assistance and training
Program custom modifications
Assist with testing processes

SUN's Responsibilities:

Provide the implementation team
Provide project management
Provide details of the business requirements
Make business decisions affecting the project
Creation of the pilot system
Set up and test the rules and policies
Prepare user documentation

Provide/approve specifications as required for custom features
Test custom features
Conduct a pilot completion test once the rules are all defined
Conduct in conversion activities
Conduct the production and parallel tests
Conduct end-user training

1.3 Implementation Stages

Reviewed the 8 steps involved in implementing the Personality system.
Stage 1 - Project Setup
Stage 2 - Software Setup
Stage 3 - Pilot System Setup
Stage 4 - Conversion
Stage 5 - Production System Test
Stage 6 - Parallel Tests
Stage 7 - Live Cutover
Stage 8 - Post Implementation Review

1.3.1 Project Setup

1.3.1.1 High Line will provide this Implementation Planning Report based on the discussions of the Implementation Planning Meeting and the preliminary data gathering.

1.3.1.2 High Line will provide data gathering templates to SUN.

1.3.1.3 SUN will complete the data gathering and resolve any business issues for the Foundation and Salary Administration modules.

1.3.1.4 SUN will also attempt to resolve any business issues for other modules prior to the first session. The issues do not have to be resolved until the training sessions for those modules, however the work load on the implementation team will increase once the project sessions begin.

1.3.1.5 SUN and High Line will review this Implementation Planning Report, Business Requirements List and Time Line and agree to the project scope, contents and resource commitments.

1.3.2 Software Setup

1.3.2.1 SUN is arranging their Oracle license. A minimum of two weeks prior to the P2K software installation, SUN must provide High Line with their Oracle CSI number.

1.3.2.2 High Line will be onsite to install the Oracle database, client software (Forms/Reports), the Reports Server, and the Personality application.

1.3.2.3 High Line will assist in the creation of three databases. A pilot database to house the pilot system, a functional 'demo' database to be used for initial training, and a conversion test database to be used for the conversion utilities development.

1.3.2.4 During the software load session, High Line will provide basic technical training to allow the SUN's technical staff to gain familiarity with the application.

1.3.2.5 High Line has provided a document describing the technical operating environment. If SUN has any questions, we can arrange a conference call with High Line technical personnel.

1.3.2.6 Discoverer will be used as the end user report-writing tool. High Line will perform this training.

1.3.2.7 High Line utilizes remote support software called WebEx. This allows High Line staff to access the client's database and assist in problem resolution while in test or production mode. SUN will arrange to ensure that there are no security issues using this tool.

1.3.2.8 SUN would like performance indicators comparing the NT vs. Unix computers in order to decide on the hardware platform. We have provided a spreadsheet Performance_benchmarks.xls for their review. Please note that the timings were made using Personality 3.03 version on the Oracle 7.3.x database level. The current version of Personality 3.04 is on the Oracle 8.1.x database level and there has been significant performance increases. However, the data should be of assistance to SUN in order to determine the hardware platform.

If the database resides on the HP-UX platform, please note that there must be a Windows computer to act as the forms/report server.

1.3.2.9 SUN has decided that they will implement in a client/server environment.

1.3.3 Pilot System Setup

1.3.3.1 Implementation Steps Summary

- SUN to provide detailed data requirements for each grouping of modules.
- High Line will provide module training and troubleshooting assistance to the implementation team.

- High Line will work with the implementation team to determine the most effective approach to utilize each module's capabilities.
- SUN will define the rules and policies within the Pilot system.
- High Line and SUN will ensure that the Pilot system is functioning according to the defined requirements.
- High Line and SUN will jointly determine the system acceptance criteria and the test plan in order to achieve system acceptance.
- Once all training and Pilot test system set up has been completed, move to a production size test environment, in order to determine capacities, program run times, procedures, etc.
- Upon completion of the production size testing, begin parallel testing, reconciling to the current production system until the users are satisfied to cut over to live production with Personality.

1.3.3.2 Changes to the key features required may have an impact on the overall project. High Line will work with SUN to include required features that were not identified during the planning session. A change order process will be required if the feature will impact the timeline of the project.

1.3.4 Conversion

1.3.4.1 High Line will provide training on the conversion utilities.

1.3.4.2 The conversion of the employee information is handled in the following steps:

- Extract the current data from the legacy system.
- Load the data into Personality 2000's interface tables.
- Modify the loaded data to the new structure.
- Create the required employee tables.
- Verify and reconcile the converted data.

1.3.4.3 During the training and Pilot system setup, SUN will complete the High Line supplied conversion mapping spreadsheets for each table that will be converted based on the approach developed during each application training session.

1.3.4.4 The rules and policies will be set up in the Pilot system by the Implementation Team. There are no conversion extract programs for the definitions.

1.3.4.5 High Line provides extract scripts using Turbo Image's iSQL for the majority of the required files from the current system. Please see the spreadsheet COBOL_P2K_Cross_reference for details on which files are and are not included. For any extracts that are not available, SUN is responsible for extracting the legacy system's data into the new structure required for P2K.

1.3.4.6 Oracle's SQL Loader program is used to load the data into Personality's conversion interface tables. There is no business functionality editing while this information is loaded into the interface tables. High Line will provide the required 'control' files to be used with the program and provide training on how to customize these files if required.

1.3.4.7 Once the data is loaded into the interface tables, the Conversion Application will create the required Personality application tables for the employees. During this process, the business functionality editing is performed. Any records in error will remain in the interface tables where they can be corrected and reprocessed.

1.3.4.8 The conversion process will occur multiple times and must be a repeatable process. The conversion will be executed during the Production, Parallel and then the finally at Live Cutover time.

1.3.4.9 SUN will be trained on the conversion application and conversion steps. SUN will be responsible for all conversions and validation of the converted data.

1.3.4.10 SUN will enter the jobs and positions sufficient to support the Pilot system and related testing. Once the required structure is defined, SUN will convert all the current jobs and positions using a spreadsheet type approach.

1.3.5 Production System

1.3.5.1 Once all Pilot test system setup, conversion software and data files are ready, a Production environment will be built and the conversion tools will be tested.

1.3.5.2 This production environment will be used for parallel testing and eventually for the live system.

1.3.5.2 The Pilot system will be copied to the new environment and the Pilot employee data will be removed with High Line provided programs, leaving the rules, policies and procedures intact.

1.3.5.3 SUN will convert their employees and selected history, fine-tuning the conversion procedures.

1.3.5.4 SUN will test the key aspects of the system in order to determine capacities, program run time and procedures.

1.3.6 Parallel Testing

1.3.6.1 The purpose of the parallel testing is to ensure that computations and processes are correct. All rules, policies and procedures must be in place and verified prior to the parallel testing. Exceptions to the set up are expected, however we do not want to introduce new functionality at this stage of the implementation.

1.3.6.2 Each parallel test will consist of a complete cycle of a production process.

1.3.6.3 We discussed the ability to process parallel pays from historical information. This will allow SUN to complete parallel cycles without having to wait for production cycles to complete. For example, the parallel pays will be processed in April using the March payrolls. The conversion data will be captured at the end of the last payroll in February to be used in the conversion. All employee changes for each payroll in March will be collected and filed for the parallel effort in May.

1.3.7 Live Cutover

1.3.7.1 Once the Parallel system tests are completed, the cutover from the legacy system to live production occurs.

1.3.7.2 The full conversion occurs, the users verify the converted data, and live data is entered.

1.4 Team Members/Commitment

1.4.1 We discussed the roles of the implementation team members. There will be key person from Payroll, Human Resources and Information Systems, as well as a project manager. One representative from each area will be present for all training. Additional team members will be present for the first two days of training sessions, at a minimum.

1.4.2 The team members will have access to additional resources from their areas, but these resources are typically not involved in the training sessions with High Line.

1.4.3 The implementation team members will be allocated 100% while High Line is on-site and during the remote sessions. SUN will be responsible for testing and confirming the set up approach while High Line is off-site. High Line recommends a minimum of 75% of the team member’s time for this task. If the 75% time is not allocated by SUN, additional testing time will be required to be added at the Pilot system completion stage and will impact the go-live date.

1.4.4 One consultant will be assigned for all module training. Another consultant will be assigned for the additional on-site assistance. Brian Diamond (bdiamond@highlinecorp.com) will be the Project Account Manager for High Line and will be assisted by Robert Forbes (rforbes@highlinecorp.com). A member of High Line's Technical Services team will be assigned for all the technical training.

1.4.5 Cheryl Bunnell will assume the role of Project Manager, committing a minimum of one day each week to fulfill these responsibilities. High Line requires that one person be designated to receive all correspondence from High Line for distribution to the team members and other appropriate staff, as well as coordinating any calls to High Line for problem resolution. Cheryl will be the primary contact.

1.4.6 Core Team members and their planned commitment.

Pamela	HR	75%
Patricia	PR	75%
Toni	Finance	50%
Bob	IT	50%
Linda	IT	50% during training
Nasi	Finance	50% during training

1.5 The Support Line and Problem Log

1.5.1 Specific High Line staff members are assigned to assist clients during implementations. SUN also has the ability to contact the support line. All calls made to the support line are logged, and clients should maintain their own call logs, taking responsibility for checking on the status of outstanding calls. A sample call log form will be provided from High Line, where we recommend that you use the High Line call number as a reference. We will implement a call log review procedure to ensure that any problem log items that are required prior to going live are completed. High Line recommends that on a weekly basis your call log be forwarded to High Line, e.g. on Monday, allowing Tuesday for investigations and a conference call on Wednesday to review the status of each item. Maintaining this log and procedure is the responsibility of the Project Manager at SUN.

1.5.2 High Line uses a call status to categorize logged calls as follows:

1-A+ Very critical, needs immediate attention as client cannot proceed with processing (i.e.: Live payroll is stopped and cannot proceed). During Implementation, this status also means that a client cannot go into live production until this issue is resolved, and is held up in testing due to the severity of the issue.

2-A Should be available in a software patch. During Implementation, this status means that the client cannot go into live production until this issue is resolved.

3-B Should be available in the next scheduled release. This status means that the client has a work around to the issue.

4-C Reported the issue. High Line has noted this and may consider for a future release.

Clients have the ability to request a change in the priority of items, but this is typically billable, and High Line will submit an estimate of the cost for approval.

1.5.3 The purpose of the support line is to assist clients in resolving problems. Clients must have received training on the module in question, and have tried to complete the set up to the best of their ability prior to calling the support line. Supporting documentation is essential to ensure the effective use of this service. The support line is not to be used for training. High Line will provide a sample of the preferred method of submitting issues.

1.6 Implementation/Testing Room

1.6.1 Discussed the benefits of having an implementation "room", where the team members work on the project and avoid the disturbances that would occur in their normal work locations if possible. SUN will provide a room according to recommendations.

1.6.2 There will be one PC per team member. The PCs will require access to the Internet via IE 5.5 and connection to the database server.

1.6.3 The training room should contain a printer, a white board or flip chart, a speakerphone, and an overhead projector for the training sessions if available.

1.7 Reporting Approach

a). Use standard reports provided with the system where possible, as long as they have the information required.

b). Any reports not provided with the standard system, and determined to be required, will be the responsibility of SUN (except otherwise noted). SUN can request that High Line create these reports, if required. High Line will provide a quote on the cost of any programming for SUN's approval prior to proceeding. Sufficient notice is required in order to schedule the custom programming.

c). If a report is required, but not part of the standard system, SUN will choose the most appropriate tool to create the report, (e.g. Reports, Discoverer, or Crystal). High Line's standard reports are created with Oracle Reports. High Line does not provide training for Oracle Reports. This training is provided by Oracle. High Line will provide training on the Discoverer software and this is scheduled.

e) High Line will provide the source code for the non-update reports. All High Line reports are created using the Oracle Reports development tool.

f) The UDR (User Defined Report) tool available in the current product has not been replaced in P2K. SUN does not utilize the UDR facility.

g) Form Letters – There are several standard form letters that are generated in the legacy system, such as the PAF Status Change, PAF Merit Increase, etc. These will be created using a mail-merge technique. The data will either be extracted by SUN using Discoverer or by the creation of a database link using tools such as MS Access.

h) Various Custom Reports – we reviewed the custom reports required by HR and PR. We identified the standard reports which we believe will be able to produce the required data or whether the Discoverer tool should be used. See the Reports section in the SUN Homework.xls spreadsheet for details.

1.7.6 Database Administration is not provided with the standard software support maintenance agreement. It is SUN's responsibility for database administration. A separate database administration support agreement can be arranged, however we recommend that SUN have an internal database administrator.

2. Module Features

Discussed the ability to Phase the implementation, determining that the focus would be on implementing the features required in order to produce payroll. Reviewed and discussed the concepts and features of the Personality system using the business requirements list. Please see "SUN Business Requirements" spreadsheet for details.

3. Structural Overview

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Reviewed the key organization structures required in order to support the Personality system. Additional examples and definitions can be found in the "SUN Organization Structure" spreadsheet for details.

4. Detailed Analysis

The notes below are related to items found in the Business Requirements list in section 2.0. Notes are provided where a discussion of capabilities/requirements has occurred to help clarify issues that may arise during the implementation.

4.1 Foundation Requirements

4.1.1 (FD/SA) Jobs & Positions

The current job and position coding structure will be reviewed and a decision made whether restructuring would be beneficial to take advantage of P2K processing

The current structure uses ranges:
0000-0009 is for Council
0010-0999 is for Management
1000-2999 is for SEA or Confidential
3000-4999 is for PSOA or COA or parts of SEA
5000-7999 is for SEA or Confidential
8000-8999 is for SEIU
9000-9999 is for Temps

All definition codes in P2K are 16 character alpha-numeric. These codes can be changed at any time as they are not the key to the tables.

We created examples of a suggested coding approach in the SUN Homework.xls spreadsheet.

SUN will review and decide whether to recode the Job and Position numbers.

4.1.2 (FD) New Hire Interface

High Line provides the legislative New Hire report/interface file. SUN is responsible for gathering the State's interface file specifications and defining the requirements in the supplied Interface File Definition table.

4.1.3 (FD) General Ledger Account Structure

The General Ledger account structure is made up of three segments. The OCA, OBJECT, and JOB. The format is 6-6-4.

Currently the OCA is entered on all transactions.

1. Employee/Position 'home' GL account – currently 'x''s are used on the employee's record as a place holder. 'x' have been replaced by '?' as the place holder in P2K. We do not recommend that the employee or position's 'home' GL distribution code contain '?''s.

   We will use 0's as the place holder for the OCA. For example, 000000-450001-5500 will be used.

   A custom report will be created using Discoverer to report all transactions that have not been overridden. This will be SUN's responsibility.

4.1.4 (FD) Deceased Date

SUN requires a deceased date field. We will use the termination date field to track this information with a termination reason of deceased.

4.1.5 (FD) Employee Status

If a temporary employee has not worked for 1 year, a Discoverer Report could be written based on the last day worked date on the Employment Screen.

4.2 Payroll Requirements

4.2.1 (PR) SUN Payroll Cycle

Reviewed the documentation of the payroll cycle provided by SUN to determine whether the standard system will be able to replace the custom processes. Please see SUN_Custom_PR_cycle_anlaysis.xls for the results of this review. The results are based on review of the supplied documentation and discussions during the meeting.

4.2.2 (PR) Pay Destination

Currently the pay destination is located on table 88. These values will be defined on the location table in P2K and the default destination will be set up for each department. The pay destination can be overridden at the employee level.

4.2.3 (PR) Premiums – Most Charged OCA

In the current system, some premiums are charged to the 'Most Charged OCA' using a custom process after the standard GL interface.

Using the standard fringe processing logic in P2K, we will charge these premium amounts based on a prorated calculation on the hours (or dollars) charged to the various OCAs.

Example – premium amount of $75.00

Time charged to OCA 1234	30 hours
Time charged to OCA 5678	40 hours
Time charged to OCA 9012	10 hours
Total Hours	80

The premium will be charged as follows.

OCA 1234	30 hrs / 80 hrs X $75.00 =	$28.12
OCA 5678	40 hrs / 80 hrs X $75.00 =	$37.50
OCA 9012	10 hrs / 80 hrs X $75.00 =	$ 9.38

If SUN decides not to use this approach, they will be responsible for the creation of the program unless High Line is requested to provide this feature as a custom enhancement.

4.2.4 (PR) GL Account Validation

SUN will load all valid OCAs into the P2K Cost Center table (IDCC). When transactions are entered into the pay transaction screen (IPTR), the user will enter the 'Cost Center'. The system will edit the value keyed against the Cost Center table. The Cost Center table will be used since the OCA's will change between fiscal years and the Cost Center table is date sensitive.

The load process will be a repeatable process for maintenance of these codes.

4.2.5 (PR) Additives

Budgeted Percentage (overhead) applied to leave and Benefits. The percentage is based on employee category.

4 types of employee related additives – WC (Reg hrs only), PERS, Insurances, Leaves.

The additive rate is based on the Job Classification (unit/group).

Example – 8 hours @ 10/hr = $80 regular

Leave Additive @10%	$8	Flat rate on Job Code – Yes or No. Calc'd on UserCalc.
Insurance Additive @ 10%	$8	Flat rate on Job Code – Yes or No. Calc'd by UC.
WC (based on job) @ 5%	$4	Defined on Job/Position. Calc'd based on std WC calc.
PERS (based on job) @20%	$16	Based on Unit. Calc'd by UC.

The additive is charged to the department (OCA). Therefore, there could be multiple charges per employee per pay.

The values will be calculated from a UserCalc and the standard WC calculation. The fringe processing will be used to post to the GL, prorated based on the OCA that were charged. See 4.2.2 for an example of the fringe processing.

4.2.6 (PR) Leave Costing

When on leave, an employee's hours and earnings are charged to the Internal Service Fund, not their home department. For example, an employee in Finance is on extended leave, the leave is not charged to Finance. This leaves the 'hours' available in the Finance Department to replace the employee. Additive rates are not calculated when an employee is on leave.

4.2.7 (PR) PAY PERIOD SERVICE

The system must track service by pay period.

1. By City

80 paid hours = 1 pay period of service
Calculated each pay, i.e. 20 hours = 0.25 pay periods of service.
Used for BE and AT calculations.
Currently tracked by a UserCalc and stored into a Stat

2. By Job - Currently calculated in an external custom program.

Separate Accumulator required for pay period of service by job. Reset the accumulator when employee changes job.

Can calculate in a UserCalc. Store the current Job code into a Stat. On the next pay period, determine if the job has changed. If so, reset the accumulator and update the job Stat.

3. By Unit – do not currently store. SUN would like to track this data. This will be a conversion issue since the data is not currently tracked. Option would be to calculate this

information in order to convert or start to track this data once live in P2K.

4.2.8 (PR) Time Entry Screen

SUN use an in-house developed time entry facility. This system resides on the HP3000. Charge codes are validated against Tier system. Leave edits are validated against the time banks. Once the time is complete, SUN uses the TRANLOAD program to load the time into the payroll system for processing.

The time generation program is not being used. All employees work specific tasks where the time is entered. SUN processes approximately over 1,000 checks with an average of 10 pay transactions per employee.

We reviewed the current time entry screens and related processing. We believe the P2K standard time entry facility can meet the requirements.

We reviewed the standard Time Entry Screen provided with the system as well as a customized version of the screen. The standard screen is provided with the Payroll module. The ability to use the modification utility to customize the screen is included with the Time Scheduling module or as an additional license option with the Payroll module. This option will allow SUN to customize the time entry screen for each payroll code. SUN has decided not to purchase the Time Scheduling Module at this time. They will require the ability to tailor the Time Entry Screen, and the cost of the additional license option to the Payroll module is included in the P2K Upgrade Quote.

We reviewed the different methods of time collection in P2K.

- External Systems – interface of actual time or in/out punches (TS module) from time clock/scheduling programs
- Time Generation – generation of standard time for exception based entry.
- P2K Time Scheduling Module – calculation of time worked based on scheduled activities.
- Time Entry Web Component – ability for employees to enter their time over the web.

SUN has a custom scheduling program used by the Fire department. This time is not currently interfaced into the payroll system.

4.2.7 (PR) Time Balancing

Once all the payroll time has been entered from the timesheets, there is a custom process that will create the missing time to balance to the employee's regular hours.

With P2K we have new features to address your requirements in this area, so a custom

program is no longer required. The following describes an approach that has been implemented for other Cities, to address this type of requirement:
SUN will set a rule to automatically generate the time for this group of employees (this can be linked to the employees in a number of ways – defaulted from Job, Position, Department, Group or keyed on their masterfile), under a special Time Code (we'll call it Generated Time for this discussion). The regular earnings for the pay period will also be automatically generated into an Earnings Code – we'll call it Generated Earnings for this discussion. The actual time worked will be entered under a different Time Code (we'll call these code Actual Regular, Actual Over-time, etc.), charging against the appropriate G/L distributions. Any time entered will reduce the Generated Time amount automatically, based on rules defined. Therefore, if 80 hours is automatically generated, and the employee works 76 hours, the Generated Time will have a balance of 4 hours. If the employee works 86 hours, the Generated Time will have a balance of -6 hours, automatically. The Generated Earnings will not be reduced, unless required.
The Generated Time code will be charged against the balancing account defaulted for that group of employees.
The FLSA features in P2K allow you to define an element including the Time and Earnings codes that should be included in the calculation. SUN will include the Actual Time Worked and Actual Earnings to be used in the formula to determine the adjusted rate that is used when an employee works hours in excess of the threshold.

4.2.9 (PR) Temporary Employees

All temporary employees are paid through an outside agency.

4.2.10 (PR) Check & Deposit Notices

P2K does not have the ability to print notifications on pre-printed forms. The issue is that there is no program in the current system that will renumber the P2K payroll history records with the actual check number from the form (check renumbering program in the Personality legacy system).

SUN has decided to have High Line customize the base check/deposit form to meet their requirements. High Line has a base check/deposit program and is an 8 ½ x 11 laser printed form. We have included a cost for tailoring this form in the P2K Upgrade Quote. High Line will prepare a quote on the estimated costs once SUN has determined the modifications required, and will advise SUN if the changes requested will require time in excess of that estimated. A MICR font license is also required for this option which can be purchased through High Line.

The check/deposit notification program documentation is included with these documents for their review. The program prints on a 'blank' stock form supplied by most form vendors. The form includes a perforation for the check portion and includes the standard check security features. The standard check print process will print the check number on the MICR line. If SUN requires additional accounting controls on the form stock, some form vendors can include a form control number on the stock form. This control number is not used as the check number.

4.2.11 (PR) Check Reconciliation

The check reconciliation is handled within the financial system. One of the requirements for the GL interface is to include the check number. If having the check number on the GL interface is sufficient to the financial system to create the data required for check reconciliation, no modifications are required. The standard interface file definition has the capability to include the check number.

If a separate interface file is required, P2K provides the ability to produce a file containing a list of all issued checks to send to the banks for the Positive Pay functionality. SUN can use this process if required. If the format is not acceptable, then either SUN can either format the file themselves or have High Line create a quote in order to modify the standard program to the proper format.

4.2.12 (PR) General Ledger Interface File

P2K provides the ability to produce a GL interface file based on a table definition. SUN uses the Tier (KPMG) financial system.

There are custom processes in the current GL interface process to handle 'most charged OCA' and additives. As long as these are the only custom calculations in the GL interface process, and the approaches defined above will create the same results, the standard program should be able to generate the interface file required. Otherwise it will be SUN's responsibility to recreate these processes or High Line can create a quote to enhance these processes.

Hours, dollars and production units are posted to the financial system. P2K provides the ability to create two separate journals. A financial journal containing the dollar transactions and a statistical journal that contains the time transactions.

4.2.13 (PR) A/P Interface

P2K provides the ability to produce an interface for employee deductions and employer contributions for payment through the financial system. P2K allows the ability for the users to define the interface file layout through table set up.

The standard program should be able to generate the interface file required. Otherwise it will be SUN's responsibility to recreate these processes or High Line can create a quote to enhance this process.

4.2.14 (PR) Vertex Tax Tables

P2K uses the same Vertex tax tables. No modifications to the current subscription are required.

4.2.15 (PR) ACH Direct Deposit File

P2K allows the ability for the users to define the interface file layout according to the ACH standards. If the Union bank adheres to the ACH standards, no program modification should be required.

4.2.16 (PR) Split Payroll

At the end of the fiscal year, the current procedure is to process a split payroll in order to post labor transactions up to June 30. The employee benefits are posted to the July fiscal period.

The system provides the ability to post labor transactions up to a cut off period. Once all time has been entered into the system, the Labor GL process can be used. This will create the offset entries and once the actual payroll is processed and posted, it will reverse the offset entries.

This will be set up and tested during the payroll training.

4.2.17 (PR) Remapping of OCA's associated with a user code 2 in KPMG

Currently, a user defined table is set up with cost centers from KPMG for validation purposes. There is a flag on this table for some cost centers, and when there is a flag on a cost center, the next segment is overridden by the value specified on the table (this override is handled with a custom program). This can be addressed within P2K by setting up cost centers. A cost center would be defined to override any G/L segments required.

4.2.18 (PR) Remapping of G/L objects dependent on job codes (leaves)

Currently, when an employee's time is coded to a leave pay component, there is a special program that overrides the last two characters of the segment with a code based on whether the job is full-time, part-time, etc. We will determine the best approach to handling this defaulting requirement during the implementation, but it would be possible to do so based on defaults on the Employee masterfile (from Job/Position) , Unit or Group rule linked to a pay component. We believe that there will be a solution with the standard system's capabilities.

4.2.19 Adjustment of Accumulators in ATSUM, and storing the accumulation of pay period of service within a job classification in the STATS file, and update of employee status who have been there one year.

The leave accumulators requirement and tracking of service by number of pay periods in a job will be addressed with the solution describe in item 4.2.5 above. The update of an employee's status approach is described in item 4.1.5.

4.2 Benefits Requirements

4.3.1 (BE) Cafeteria Plan (GRAG)

SUN offers a cafeteria style benefit plan, referred to as a GRAG plan where the employee can elect benefit plans and have the amount reduced from the total allotted by the City. The amount is different by unit. Any left over amounts can be used for the Life Insurance plan.

4.3.2 (BE) Benefit Statements

We reviewed the standard benefits statements provided with the system. SUN will determine if the standard program provided with the system will address their requirements during the Pilot Test system stage of the implementation. If changes to this benefit statement are required, SUN has three options:

a) Modify the program provided.
b) Request that High Line modify the program provided.
c) Create the Benefits Statement with a mailmerge.

4.3.3 (BE) Annual rate field is overridden as life insurance calculation does not round correctly – JOB130.

SUN reports that they must overwrite the annual rate field on the life insurance benefit plan, as the routine provided with the system does not round correctly. With P2K clients have the ability to utilize a user calc to determine the wage to be used in the system (user calcs include rounding options), so a custom program will no longer be required.

4.4 Attendance Requirements

4.4.1 (AT) Leave Balances

SUN requires the ability to report employee leave balances at any point in history. In order to facilitate this, we will create pay components that will store the applicable leave balances each pay. This is a standard feature.

4.4.2 (AT) Leave Accruals

No unique leave accrual calculations were identified.

5. Business Issues Resolved/To Be Resolved

5.1.1 Time Entry

A decision is required whether the standard P2K time entry facility is sufficient to replace the in-house time entry program. SUN will review the options provided with the system during the payroll training.
SUN will also consider the various options of generation of standard hours for certain employees.

5.1.2 Position and Job Coding Structure

Different position and job coding structures will be explored during the Pilot stage, and a final decision will be made prior to Parallel conversion.

5.1.3 Custom Time Entry Modification Utility

A decision is required whether to license the pay transaction modification utility if the Time Scheduling module is not purchased. ** change to reflect chg

6. Test Plan

6.1 Rules Testing

Using the Pilot system, SUN will be responsible for the testing of the required functionality for each business area.

6.2 Pilot Testing

- Pilot employees should be a representative sample of the unions and policies

- SUN should start compiling a list of test scenarios immediately upon finalization of contract.

6.3 Conversion Testing
- Validation of the converted information is SUN's responsibility.
- Can electronically confirm total wages or other statistical counts.
- Random audit of complete employee data.

6.4 Production Testing
- Using converted data, SUN will take the system through a full cycle.
- Confirms timing of business processes
- Addresses volume issues

6.5 Parallel Testing
SUN should not try to parallel the current pay; you should use prior pay periods. For example, you may wish to parallel in April for the January payrolls (a test strategy will be finalized by the SUN Project Manager, confirming the test periods).

6.6 Identified Testing Items

- CALPERS/FLSA – The scheduled last pay in the current system is the start of the FLSA period. SUN must test using the converted pay history (pay lines) to ensure the data being converted is sufficient for FLSA and the CalPers processes.

7. Training Plan

7.1 Personality Application Training

On Site sessions and Remote sessions

7.2 End User Training

SUN will conduct this training made up of 2-3 sessions with hands on time (backed by the User Documentation).
Recommend at a minimum: ½ day of system navigation and terminology.
1 day of processing employee changes and payroll cycle.
½ day follow up of any issues.
SUN is responsible for conducting the end user training and documentation.

7.3 Personality Technical Training

Technical training will be performed when the software is loaded

7.4 Conversion Training

Provided by High Line.

7.5 Oracle Database Training

SUN technical staff have received the proper Oracle database training.

7.6 Report Writing Training

High Line will provide the Discoverer report writing training. If SUN decided to utilize Oracle Report, they will arrange this training from Oracle.

7.7 Year End Training

Year-end training is provided remotely each year to all clients in a general forum. There is an additional cost for this training that has not been included in the original contract. This training occurs in the December timeframe once the year-end program changes are finalized.

8. Documentation

8.1 System Manuals

High Line will provide manuals on the FTP server. SUN will print copies for team members prior to the training.

8.2 User Manuals

SUN is responsible for preparation of user manuals.

9. Key Dates & Milestones

PHASE I 2002

*** Implementation Planning On Site** **May 7-9**

- 3-day Planning Session

Completion of Training Environment **Sept 13th**

*** Software Install & Technical Training (I.S.) On Site** **Sept 24-26**

- 3 days set up and training
- Create 3 databases for Pilot, Conv, and Prod

*** Foundation / Basic Salary Module Training On Site** **Week of Oct 7**

- 3 days training on structure & definition set up
- 2 days consulting & set up examples

*** Basic Payroll Training On Site** **Week of Nov 4th**

- 0.5 day review of prior modules - Foundation & Salary
- 3 days training - basic payroll
- 1.5 days consulting & set up examples

*** Conversion Training (I.S) On Site** **Week of Nov 11th**

- Build the conversion environment
- Teach how to run the conversion tools & utilities

*** Payroll Advanced Module Training On Site** **Week of Dec 2**

- 0.5 day review of prior modules - payroll
- 3 days training
- -1.5 days consulting & set up examples

*** Attendance Module Training On Site** **Week of Jan 27/03**

- 0.5 day review of prior modules – payroll advanced
- 3 days training

- 1.5 days consulting & set up examples

*** Benefits Module Training On Site** **Week of Feb 24/03**

- 0.5 day review of prior modules - attendance
- 3 days training
- -1.5 days consulting & set up examples

*** Discoverer Training On Site** **Week of Mar 24/03**

- 3 days Discover administration & report writer training
- 2 days of report generation assistance

Production Hardware In Place	**Mar 21/03**
Pilot Completion Milestone	**Mar 21/03**
Parallel Conversion	**Mar 21/03**
Parallel Testing	**Mar 31 to May 23/03**
Parallel Completion Milestone	**May 23/03**
Live Cutover	**June 2/03**

* Phase II Implementation Planning Session — To be determined